



Okotoks Public Library
7 Riverside Dr. West
Okotoks, AB T1S 1A6

403-938-2220

www.okotokslibrary.ca

Position Title: Summer Reading Club Leader

Position Hours: 30 hours per week

Position Term: May 4, 2020 – August 21, 2020

Department: Youth Services

Salary: \$16.00/hr + 4% vacation pay

The theme for 2020 is Game On! This summer, our 8-week TD Summer Reading Club invites you to gather to cheer each other on as we achieve our personal best. We can play on a team, knowing we're better together, or play on our own to see how far we can go. We'll learn about our world, ourselves and each other through play and if we stumble along the way, we'll get up laughing and keep on trying, because failing is sometimes part of the game.

Whether we're playing in the library, online, around a table or in a field, independently or on a team, we'll stretch our physical and mental limits and give it our best, for the love of the game!

Key Responsibilities:

- Plan and deliver multiple weekly programs for children ages 3 –13 following the 2020 TD Summer Reading Club theme.
- Promote the program within the community and at events such as the Okotoks Children's Festival, as well as liaising with local businesses and service organizations for sponsorships
- Organize imaginative weekly displays
- Manage the summer program budget, report statistics, and submit program evaluations
- Perform other duties as required

Requirements/Qualifications:

- Currently enrolled and returning to a post-secondary undergraduate or graduate degree program full-time in September 2020
- Ability to develop, plan and implement programs that support literacy and numeracy to children aged 3 to 13
- Comfortable speaking in front of large groups and managing large groups of children
- High level of self-motivation, creativity and resourcefulness
- Ability to work independently as well as contribute positively to a team environment
- Superior written and communication skills

Applications must be received no later than: Friday, March 13, 2020

Cover letters and resumes should be addressed to:

**Sarah Gillie, Assistant Director
Okotoks Public Library
7 Riverside Dr. West, Okotoks, AB T1S 1A6
Email: sgillie@okotokslibrary.ca**

Note: All appointments will be conditional on an acceptable criminal records check.

We thank you for your interest in the Okotoks Public Library, however, only those applicants selected for an interview will be contacted.